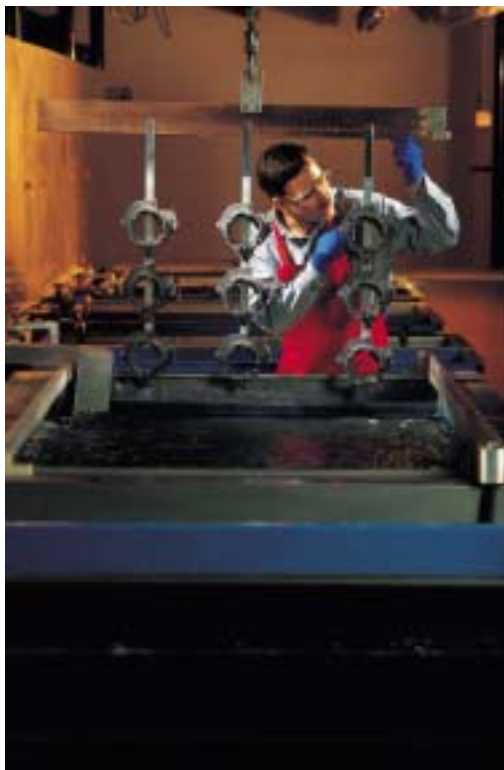


# The Small Business Guide to Environmental Awareness

## A Simplified Approach to Environmental Compliance



# SBTAP

SMALL BUSINESS TECHNICAL ASSISTANCE PROGRAM  
New Hampshire Department Of Environmental Services



NH Department of  
Environmental Services





# The Small Business Guide to Environmental Awareness

## A Simplified Approach to Environmental Compliance

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## **SMALL BUSINESS GUIDE TO ENVIRONMENTAL AWARENESS**

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N.H. Small Business Technical Assistance Program Website: [www.des.state.nh.us/SBTAP](http://www.des.state.nh.us/SBTAP)

## **Introduction**

Small businesses are increasingly expected to comply with regulations issued by federal, state and local governments. Some of the most stringent and costly regulations are those concerned with the protection of public health and the environment. Non-compliance will not only result in the polluting of our natural resources, but subject business owners to fines, penalties, and/or imprisonment for violations.

This guide has been designed to assist the small business owner in complying with environmental regulations. The information contained in this document will be useful to new and existing businesses that have never evaluated their environmental impact as well as businesses contemplating an expansion or relocation. This guide will aid business owners in the preliminary identification of environmental regulations that may require additional investigation.

This guide is not a comprehensive review of all environmental regulations, but an initial survey. Using this guide as a general “road map” can identify areas of potential environmental concerns. The guide will assist the business owner in a self-assessment of the business through the general regulatory categories of air, water, land use, solid waste, and hazardous materials.

Self-assessments increase awareness of the impact the operations of a business has on the environment. In addition, the business owner can identify those areas where permits may be required and where to obtain them.

An additional benefit to conducting a self-assessment is the ability for a business owner to identify areas of waste and to avoid additional costs. Many companies can save money by identifying processes that require the expenditure of funds for the storage, treatment, or disposal of non-hazardous and hazardous wastes. By evaluating each operation in the company, opportunities for waste minimization can be identified and realized. Businesses who practice pollution prevention have improved competitiveness through reduced purchase, storage and disposal costs, increased efficiency, wiser energy use, increased productivity and employee morale, and enhanced public image. The direct result of this increase in competitiveness is the positive effect on the company's financial health.

Many small businesses will identify some areas that require interaction with an environmental regulatory agency. For those companies, the services of an environmental professional may be helpful. The level and detail of assistance required will be determined by the quantity and toxicity of pollutants a facility could emit, and whether any violations of environmental regulations have been committed. Although the level of work required by a small business may seem daunting at first, efforts made now will enable the business to reap benefits for years. Ignorance and disregard of environmental regulations can be costly. Along with the emphasis on environmental improvement through compliance-based activities and pollution prevention, the enforcement capabilities available to — and employed by — regulators has steadily increased. Civil and criminal penalties, including fines and jail sentences, assessed against business owners who chose to disregard environmental regulations are not uncommon. Early self-assessment can help avoid the necessity for enforcement actions.

This guide was prepared by the New Hampshire Department of Environmental Services Small Business Technical Assistance Program and several other regulatory agencies. The reader is cautioned however, that this document is a guide and should not be interpreted as a definitive environmental assessment document. Regulations are often revised to conform to amended state and federal laws, so reliance on this guide for determination of complete environmental compliance is not recommended. This guide is to be utilized as a starting point, upon which an inclusive corporate environmental policy may be structured.

## **The Environmental Self-Assessment For Small Businesses**

An environmental self-assessment is the first step in assessing a company's compliance with environmental regulations. By taking a pro-active approach to determining regulatory compliance, companies may avoid unplanned expenditures in the future and continue to meet their societal responsibilities of maintaining a healthy environment. Companies are advised to regularly conduct routine self-assessments to evaluate continued compliance and determine when new permits are needed or when old permits should be renewed or revised.

The environmental self-assessment is only one in a series of steps that a small business should take to determine its regulatory compliance and identify suitable methods of waste reduction. The assessment checklist is most effective when used in conjunction with applicable pollution prevention tools, such as workshops and publications relevant to this topic.

For many small businesses, using the environmental self-assessment is like using a thermometer for a fever – the symptoms can be measured, but an expert opinion may be needed to diagnose the problem. Unless a company has engineering and legal experts on staff who are familiar with local, state and federal environmental regulations, outside expertise will often be needed in the areas of regulatory requirements, relevant environmental control technologies, manufacturing operations and processes, legal considerations, management systems, scientific disciplines needed to identify potential hazards and environmental management practices at peer companies and facilities.

Pragmatic, progressive companies use assessments to achieve two goals: (1) to evaluate and improve current business practices; and (2) to create management control systems, procedures and recordkeeping practices adequate to assure future compliance with environmental regulations.

The evaluation of current business practices can identify areas where additional education and assistance may be necessary to implement changes that will result in improved operations. In addition, the assessment can highlight areas where the application of such proven business tools as total quality management and pollution prevention practices can result in improvement to both a company's bottom line as well as its environmental compliance. The reduction of wastes produced by company operations has a direct correlation with minimization of the costs attributed to disposal of these wastes.

To be most effective, self-assessments should result in questions why operations are conducted in a particular manner, and whether they can be modified to reduce pollution and the associated cost. Self-assessments can also help your company remain competitive and profitable in an ever changing business climate. With the increased demand for high quality products at a reasonable cost, an environmental self-assessment can be a valuable tool in continuous improvement efforts.

Awareness is the key to change, and change is the key to continued success in business.



## **Examples of Small Businesses That May Need Environmental Permits**

Environmental regulations affect a broad segment of the business community from large corporations to very small businesses. The following are examples of the types of small businesses that may require permitting and/or compliance planning.

- Appliance repair shops
- Automobile repair shops
- Asphalt manufacturers
- Assembly shops
- Auto body shops
- Bakeries
- Building cleaning and maintenance firms
- Car washes
- Chemical and biotech facilities
- Construction firms and contractors
- Dentists
- Distilleries
- Doctors' office
- Dry cleaners
- Educational and vocational shops
- Equipment repair firms
- Farms
- Fuel oil distributors
- Foundries
- Furniture manufacturing and repair
- Gasoline stations
- Painting contractors
- Laboratories
- Laundromats
- Leather manufacturers
- Lumber mills
- Metal fabricating and machine shops
- Metal treatment and plating operations
- Photo processing
- Plastics manufacturers
- Print shops
- Refrigeration/air conditioning service
- Repair garages
- Restaurants
- Small engine repair shops
- Solvent metal cleaners
- Textiles manufacturers
- Trucking companies
- Veterinary clinics
- Vineyards/orchards
- Woodworking and refinishing firms

## **How To Use This Guide**

The self-assessment process is a responsible, pro-active way for a company to evaluate its compliance with local, state, and federal environmental regulations. An environmental self-assessment can be useful at any time in the business life cycle – while the business is in the planning stages, during regular business operations, and before an expansion, operating change or purchase of a new business.

We suggest you start by reviewing each chapter with employees who are most familiar with business operations, such as the company owner, operations manager, construction engineers, shipping, inventory, and purchasing managers and production staff. The responses to the self-assessment questions should indicate whether potential hazards or polluting activities are occurring that require permits and/or operational changes. It is important that sufficient time be dedicated to completely and accurately answer the questions posed. Only by properly analyzing company operations can an accurate assessment be made.

After conducting the self-assessment, a review of the individual findings may need to be completed.

*If all diagnostic questions are answered “Yes,” or are “Not Applicable,” you probably should contact state and local government agencies to confirm that the business is in compliance with all pertinent environmental regulations and to determine when current environmental permits should be renewed.*

*If the response to some or all of the diagnostic questions in the self-assessment is “No” or “Can’t Determine,” you may wish to consult the SBTAP or an environmental consulting firm or an environmental attorney to obtain expert assistance in assessing possible needs for operating changes or completing permit applications. State and local government agencies may be contacted to explain the permitting process and to answer specific questions.*

## **Self-Assessment Checklist**

### **Air Emissions**

**Air emissions are the release of any dust, fume, gas, mist, odor, smoke or vapor – or any combination of these – to the atmosphere.**

Review each question carefully, and check the appropriate box. Any “No” answers are indicators that a potential problem exists and should be investigated further.

Take notes on the questions that received a “No” response, and use this self-assessment information to create a working list of environmental compliance issues that may require further investigation. Whenever possible, add to this list your best estimate of the quantity, concentration and name of the material involved.

In some instances a “No” response may indicate operational changes or permits are necessary. However, this will not be true in every case. Further information from regulatory agencies, environmental engineers or attorneys may be needed to make this determination, as many regulatory issues are linked to the quantities of materials used or discarded in the air, land, or water.

	<b>YES</b>	<b>NO</b>	<b>Not Applicable</b>	<b>Can't Determine</b>
(1) If the company has air emissions, has the firm investigated whether it complies with state requirements for these air emissions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) If the company's activities result in air emissions, have these been identified, measured and documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3) Does the company apply surface coatings to architectural structures or to portable or moveable equipment and have permits been obtained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4) Does the company have an up-to-date site plan or blueprint showing all existing sources of air emissions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(5) If the company uses stacks for air emissions, have the stacks been inspected, and have necessary permits been obtained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(6) Does the company regularly observe the emissions from its emission points to determine whether these are producing excessive smoke?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(7) If the company burns any waste as fuel at its facility, has it obtained a permit to construct or a certificate to operate such a facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(8) If the company plans to construct a facility that will emit any amount of air pollution, has the firm obtained state approval to begin construction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	Yes	No	Not Applicable	Can't Determine
(9) If the company has state permits to construct an air emission source or air contamination source and has completed construction, has the firm obtained a certificate to operate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(10) Are all of the company's state permits and certificates to operate sources of air emissions up-to-date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(11) If the company has an up-to-date permit to build or certificate to operate a source of air emissions, does it continuously monitor whether its facilities remain in compliance with the conditions on these permits and/or certificates to operate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(12) If the company plans to modify a facility that emits any amount of air pollution, has the firm obtained state approval for this modification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(13) Does the company keep yearly records of all raw materials consumed in the manufacture of its products and does the firm also compare these raw material records to the volume and types of materials found in its air emissions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(14) If there is a malfunction of any kind with the plant's air pollution equipment, are the appropriate government agencies always notified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(15) Has the company eliminated all sources of potential neighborhood nuisances, such as unpaved roads, uncovered storage piles or excessive noise?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(16) If the company has ever received complaints from neighbors regarding odors, noise, dense smoke or fall-out onto their property, has the company eliminated or implemented controls of these emissions, and have the complaints ceased?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(17) Are all odors, visible and invisible gaseous emissions, and particulates that are emitted during business operations controlled in compliance with existing regulations and laws?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(18) If the company's activities result in noise pollution, has the firm investigated whether the volume, frequency and duration of excessive noise is in accordance with restrictions specified in municipal code?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	Yes	No	Not Applicable	Can't Determine
(19) If the company has any of the following on site, does it have valid state air emissions permits to construct and/or certificates to operate?				
<ul style="list-style-type: none"> <li>• Incinerators</li> <li>• Industrial sources of pollution, including emission vents</li> <li>• Boilers</li> <li>• Cement and asphalt plants</li> <li>• Auto body shops</li> <li>• Spray coating</li> <li>• Storage tanks</li> <li>• Storage silos</li> <li>• Loading docks or transfer stations</li> <li>• Stone crushers</li> <li>• Welding</li> <li>• Cleaning/degreasing operations</li> <li>• Laboratory hoods</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Note:</u> Burning of any type of fuel may require a permit to operate.				
(20) For metallurgical, manufacturing, and chemical processing companies, if the firm conducts any of the following activities, does it have an air emissions permit for doing so?				
<ul style="list-style-type: none"> <li>• Combustion of fuel oil, coal, waste oil</li> <li>• Production of coke, iron, steel, ferro alloys</li> <li>• Chemical processing and handling</li> <li>• Cleaning metal with solvents</li> <li>• Fabrication of polyester resin plastics products</li> <li>• Surface coating of parts</li> <li>• Smelting or secondary production of aluminum, copper, lead, zinc</li> <li>• Incineration of rubbish, automobile bodies, or sewage sludge</li> <li>• Storage of organic liquids</li> <li>• Solvent degreasing, waste solvent reclamation</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(21) For printing, dry cleaning, construction-related and other businesses, if the firm conducts any of the following activities, does it have an air emissions permit for doing so?				
<ul style="list-style-type: none"> <li>• Dry cleaning</li> <li>• Graphic arts</li> <li>• Commercial solvent use</li> <li>• Textile fabric printing</li> <li>• Cremation</li> <li>• Regular use of unpaved roads</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	Yes	No	Not Applicable	Can't Determine
(22) For mineral products industries, if the firm conducts any of the following activities, does it have an air emissions permit for doing so?				
• Manufacture of bricks and related clay products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Processing of crushed stone, taconite ore				
• Manufacturing of industrial paving				
(23) For wood-related industries, if the firm conducts any of the following activities, does it have an existing permit for doing so?				
• Chemical wood pulping				
• Manufacturing of pulpboard, plywood veneer				
• Storage and use of stain, wood sealer, varnish, paints, adhesives and solvents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Incineration of woodworking waste				
• Incineration of wood cleared from a property to erect a structure, highway, railroad, pipeline, power or communication line				
(24) For wood and agricultural businesses, of the firm conducts any of the following activities, does it have an air emissions permit for doing so?				
• Coffee roasting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Fermentation				
• Fish processing				
• Processing of meat in a smokehouse				
• Operation of grain elevators and processing plants				
(25) For businesses having gasoline dispensing capabilities equal to or more than 120,000 gallons per year and located in the counties of Hillsborough, Rockingham, Merrimack, or Strafford, are the gasoline dispensing sites equipped with a Stage II Vapor Recovery System?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(26) If the company conducts any of the following activities, has it submitted a compliance plan to the Department of Environmental Services, Air Resources Division?				
• Surface coating (painting)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Storage of volatile or organic liquids				
• Pharmaceutical manufacturing/research/development				
• Graphic arts				

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	Yes	No	Not Applicable	Can't Determine
(27) If gas or diesel-powered motor vehicles are used in the day-to-day operation of the business, is maintenance conducted on a regular basis to meet regular inspection standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(28) If stationary engines are used at the business, have emissions levels been tested and have permits been obtained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(29) Is the company buffered from outside sources of air pollution, such as auto exhaust, that would adversely affect employee health?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(30) If dust is generated within buildings by business operations, are methods used to control fugitive dust?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(31) If vehicles are operated within building, is proper ventilation provided to protect employee health?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(32) If the company has industrial exhaust ventilation systems on machines or in the workshop, does the company have a permit for any air contaminants emitted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(33) If the company is involved in refrigeration/air conditioning or solvent degreasing and uses ozone-depleting compounds, such as chlorofluorocarbons or 1,1,1-trichlorethane, has the company begun to explore alternatives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## **Self-Assessment Checklist Waste Water**

**Wastewater discharge is the release of sewage, industrial wastewater, storm water or other pollutants to surface or groundwater.**

Review each question carefully, and check the appropriate box. Any “No” answers are indicators that a potential problem exists and should be investigated further.

Take notes on the questions that received a “No” response, and use this self-assessment information to create a working list of environmental compliance issues that may require further investigation. Whenever possible, add to this list your best estimate of the quantity, concentration and name of the material involved.

In some instances a “No” response may indicate operational changes or permits are necessary. However, this will not be true in every case. Further information from regulatory agencies, environmental engineers or attorneys may be needed to make this determination, as many regulatory issues are linked to the quantities of materials used or discarded in the air, land, or water.

	Yes	No	Not Applicable	Can't Determine
(1) Has the company investigated whether it complies with local, state and federal regulations for all wastewater discharges?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) If the company's activities result in wastewater discharges, have these been identified, measured, and documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3) Does the company have an up-to-date site plan or blueprint showing all existing sources of water discharges?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4) If the company discharges wastewater into a municipal treatment system, is it in compliance with all municipal pre-treatment requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(5) If the company discharges its wastewater into rivers, streams or lakes, or onto the ground, does it have a permit for doing so?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(6) Are all floor drains sealed or directed to oil/water separators or other collection and treatment systems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(7) If the company disposes of wastewater into groundwater or subsurface waters, does it have a permit for doing so?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(8) If the business has wastewater discharges and was recently purchased, have permits been transferred to the new owner for these activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(9) If water is currently used as a cleaning or cooling agent, is the water disposed of properly, in accordance with state regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(10) Are all of the company's state permits to discharge wastewater up-to-date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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	<b>Yes</b>	<b>No</b>	<b>Not Applicable</b>	<b>Can't Determine</b>
(11) If the company has up-to-date permits to discharge water, does it continuously monitor whether its facilities remain in compliance with the conditions outlined in the permits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(12) Does the company regularly monitor the discharges from its discharge points to determine whether these are producing excessive pollution?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(13) If the company plans to modify a facility that discharges wastewater, has the firm obtained state approval for this modification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(14) Does the company keep yearly records of all raw materials consumed in the manufacture of its products, and does the firm also compare these raw materials records to the volume and types of materials in its wastewater?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(15) If there is an upset of any kind with the plant's water pollution equipment, are the appropriate government agencies always notified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(16) If the company performs industrial activity without adequate rain protection, and has a waste storage area exposed to storm water run-off, does the company have a permit to discharge storm water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(17) If the company's facility is located in a coastal area and is conducting any type of regulated activity, was a permit variance obtained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(18) If the company constructed any structures or authorized any development in a 100-year flood plain, was the design of the structures, or the use of the land or hydrogeological impact of the development consistent with local government standards, and did the company obtain a local permit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(19) If the company has a permit to discharge storm water, is a storm water pollution prevention plan in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Note:** Local governments and the U.S. Army Corps Of Engineers have flood plain maps and other information available from which a company may determine if it is located in a 100-year flood plain.

## **Self-Assessment Checklist Land Use**

**Land use refers to how property is used, disturbed or altered by the land owner or business operator.**

Review each question carefully, and check the appropriate box. Any "No" answers are indicators that a potential problem exists and should be investigated further.

Take notes on the questions that received a "No" response, and use this self-assessment information to create a working list of environmental compliance issues that may require further investigation. Whenever possible, add to this list your best estimate of the quantity, concentration and name of the material involved.

	Yes	No	Not Applicable	Can't Determine
(1) Has the company investigated whether it complies with all local, state and federal regulations on land use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) Has the business site been evaluated to determine whether it includes a marsh or wetland area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3) If the company has begun or is about to undertake any of the following activities in a freshwater or tidal wetlands area, has it obtained permits for:				
• Construction of buildings or accessory structures, roadways, septic systems, bulkheads, shoreline stabilization structures, dikes or dams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Placement of fill, excavation or grading				
• Modification, expansion or extensive restoration of existing structure				
• Drainage, except for agriculture				
• Application of pesticides				
(4) If the company plans to disturb a river, stream or lake through building or repairing a dam, dredging, or stabilizing a bank, has it obtained a permit or 401 certification for the activity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(5) If the company plans to perform any development activities on the land or modify any uses of the land in any designated wild, scenic, and recreational river system area, or state-protected shoreland zone, has it obtained a permit for this activity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(6) If the company is mining sand, gravel, or other mineral materials on the business site, does it have a permit for this activity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(7) If the company is closing a sand, gravel or other mineral mine, has a reclamation plan been developed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(8) Have all necessary soil and site inspections been conducted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	Yes	No	Not Applicable	Can't Determine
(9) Has a site assessment been performed?	<input type="checkbox"/>			
• Raw materials stored, shipped or processed on the site	<input type="checkbox"/>			
• Electrical transformers, asbestos sources, fuel storage area and waste disposal areas on the site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Process pits, ponds or lagoons on site?	<input type="checkbox"/>			
<i>A map should be prepared for your records/files if any of the above activities occurred on the business site.</i>				
(10) If there are any bulk petroleum storage tanks or chemical storage tanks on site that are not being used, have these been properly emptied, cleaned, and filled or removed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(11) If fuels are used for heating, vehicles, processes, or heavy equipment at the business, are the storage methods consistent with the New Hampshire Department of Environmental Services (DES) rules?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(12) If chemicals, fuel, or hazardous substances are stored above ground, are the tanks registered with the DES, inspected regularly and properly labeled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(13) If fuel or hazardous substances are stored underground, are the tanks registered with the DES, inspected regularly and properly labeled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(14) Does fuel storage comply with National Fire Protection Association codes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(15) Are housekeeping procedures adequate to minimize and provide for prompt cleanup of spills and long-term leakage of fuels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(16) Does the company have a spill prevention control and counter measures plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(17) If there are empty petroleum storage tanks or chemical bulk storage tanks on site, are these registered with the NHDES?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(18) Has the New Hampshire Spill Response Hotline telephone number been posted for the reporting of spills of petroleum products, hazardous waste and/or toxic chemicals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(19) Have fuel tanks or tanks containing hazardous substances located above or below ground which are no longer used been inspected and properly closed or replaced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(20) If the business stores or disposes of fuel or manufacturing waste products on site, do local and state environmental regulatory agencies approve of methods used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(21) If there are known historic and archaeological sites on the site, have steps been taken to protect and preserve these sites?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	<b>Yes</b>	<b>No</b>	<b>Not Applicable</b>	<b>Can't Determine</b>
(22) If the company started any fires on forest lands (public or private) as a vegetative management tool, has it obtained authorization from the NH Department of Resources and Economic Development?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(23) If the company used any state or federal lands, has it obtained a permit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## **Self-Assessment Checklist Solid Waste**

**Solid waste is any material that is discarded as spent or useless by the owner.**

Review each question carefully, and check the appropriate box. Any “No” answers are indicators that a potential problem exists and should be investigated further.

Take notes on the questions that received a “No” response, and use this self-assessment information to create a working list of environmental compliance issues that may require further investigation. Whenever possible, add to this list your best estimate of the quantity, concentration and name of the material involved.

In some instances a “No” response may indicate operational changes or permits are necessary. However, this will not be true in every case. Further information from regulatory agencies, environmental engineers or attorneys may be needed to make this determination, as many regulatory issues are linked to the quantities of materials used or discarded in the air, land, or water.

	Yes	No	Not Applicable	Can't Determine
(1) Is the company recycling the products or waste items that are required to be recycled in the community?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) If the business stores manufacturing waste products on site, do local and state environmental regulatory agencies approve of the methods used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3) If the company stores waste tires on its property, does the company have a permit to construct and/or operate a waste tire storage facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4) If the company has any active or inactive landfills (including construction and demolition debris (C&D) landfills) on its property, does the company have a permit for each landfill?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(5) If the company processes, treats or disposes any solid waste on site, has it obtained a permit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(6) If the business is a medical, veterinary, dental, laboratory or mortuary facility, is it in compliance with requirements for regulated medical waste tracking, transportation, disposal, registration and identification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## **Self-Assessment Checklist Hazardous Materials – An Overview**

**Hazardous materials** are materials or chemicals that are reactive, corrosive, ignitable or toxic.

**Reactive** means that the material undergoes violent chemical reaction with water. Reactive materials include those that can generate toxic gases or fumes.

**Corrosive** means that the materials dissolve metals and other materials, or burns the skin. Corrosive materials include rust or paint removers, acid or alkaline cleaning fluids, and battery acid or material having a pH of 2.0 or lower, or 12.5 or higher is corrosive.

**Ignitable** means that the material catches fire easily. Ignitable materials include many organic solvents, some paint wastes and strong oxidizing agents. A liquid is ignitable if it has a flash point of less than 60 degrees Centigrade (140 degree Fahrenheit).

**Toxic** means that the materials, chemicals, or fumes may be noxious, poisonous, venomous, virulent, or pestilent. Toxic substances also may have high concentrations of heavy metals such as mercury, cadmium, lead or certain pesticides that could contaminate surface or groundwater.

Review each question carefully, and check the appropriate box. Any “No” answers are indicators that a potential problem exists and should be investigated further.

Take notes on the questions that received a “No” response, and use this self-assessment information to create a working list of environmental compliance issues that may require further investigation. Whenever possible, add to this list your best estimate of the quantity, concentration and name of the material involved.

In some instances a “No” response may indicate operational changes or permits are necessary. However, this will not be true in every case. Further information from regulatory agencies, environmental engineers or attorneys may be needed to make this determination, as many regulatory issues are linked to the quantities of materials used or discarded in the air, land, or water.

	<b>Yes</b>	<b>No</b>	<b>Not Applicable</b>	<b>Can't Determine</b>
(1) Has the company investigated whether it complies with all local, state, and federal regulations on hazardous materials storage, handling and disposal activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) If the company uses, manufactures or stores chemical at its site, is it in compliance with the federal mandate (under the SARA Title III Community Right-to-Know law) to file inventory forms and chemical release information with a local emergency planning committee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3) Is local fire protection capacity adequate and equipped to respond to an accident or problem involving hazardous or toxic materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	Yes	No	Not Applicable	Can't Determine
(4) If local fire protection is not adequate and properly equipped to provide protection in the event of an accident or problem involving hazardous or toxic materials, is a private fire brigade prepared to respond?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(5) Has the closest fire department been informed of the location and quantities of hazardous materials on site that have the potential to cause fire, explosions, and releases of toxic gases or obnoxious odors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(6) If the company stores hazardous materials on site, are emergency telephone numbers posted along with the information about the location emergency equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(7) Does the company have a written emergency response plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(8) Have all employees been trained in how to respond to an accidental hazardous materials incident?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## **Self-Assessment Checklist Hazardous Raw Materials**

**A raw material is a crude or processed material that can be converted by manufacture, processing, or a combination, in a new and useful product.**

Review each question carefully, and check the appropriate box. Any “No” answers are indicators that a potential problem exists and should be investigated further.

Take notes on the questions that received a “No” response, and use this self-assessment information to create a working list of environmental compliance issues that may require further investigation. Whenever possible, add to this list your best estimate of the quantity, concentration and name of the material involved.

In some instances a “No” response may indicate operational changes or permits are necessary. However, this will not be true in every case. Further information from regulatory agencies, environmental engineers or attorneys may be needed to make this determination, as many regulatory issues are linked to the quantities of materials used or discarded in the air, land, or water.

	Yes	No	Not Applicable	Can't Determine
(1) Are the chemicals names and inventory quantities of the raw materials stored and used on-site readily available along with Material Safety Data Sheets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) Is information about the physical state or materials properties (solid, liquid, gas) of all federally regulated hazardous materials used as raw materials stored and used on site continuously updated and readily available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3) Is information about the storage methods on site for all federally regulated hazardous materials used as raw materials continuously updated and readily available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4) Are hazardous materials ordered on an as-needed basis to avoid stockpiling or excess quantities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(5) Are all hazardous or toxic raw materials clearly labeled, easily identifiable and regularly inspected for container leaks, corrosion, ruptures or other failures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(6) Are materials stored so that they do not react with one another or with storage containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(7) Are hazardous or toxic compounds that would react or dissolve in water isolated and protected, so that if the sprinkler system is activated, they will not come in contact with water causing water pollution and posing other health-related problems by generating toxic fumes, vapors, and gases?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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	Yes	No	Not Applicable	Can't Determine
(8) If the company is involved in lawn maintenance and agricultural activities and/or its employees use items such as pesticides, defoliants, fungicides, herbicides, insecticides, fertilizers and rodenticides, has the company registered with the New Hampshire Department of Agriculture, Pesticides Control Board, as a pesticide agency; is the person applying these materials certified, and are the items used being properly stored, handled and disposed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(9) Does the storage of hazardous raw materials comply with the National Fire Protection Association fire codes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(10) Does the company use, store, mix and/or transport any radioactive materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(11) Does the company generate, store, treat , transport and/or dispose any regulated medical waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(12) Are volatile compounds stored so as to minimize evaporation dangers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(13) Are the chances for spills, leaks and other accidents minimized during the handling of raw materials by use of conveyor belts, forklifts, or specially-designated and trained personnel who move these materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## **Self-Assessment Checklist Hazardous Products**

**A product is something produced by a manufacturing process, either by physical and/or intellectual effort.**

Review each question carefully, and check the appropriate box. Any “No” answers are indicators that a potential problem exists and should be investigated further.

Take notes on the questions that received a “No” response, and use this self-assessment information to create a working list of environmental compliance issues that may require further investigation. Whenever possible, add to this list your best estimate of the quantity, concentration and name of the material involved.

In some instances a “No” response may indicate operational changes or permits are necessary. However, this will not be true in every case. Further information from regulatory agencies, environmental engineers or attorneys may be needed to make this determination, as many regulatory issues are linked to the quantities of materials used or discarded in the air, land, or water.

	<b>Yes</b>	<b>No</b>	<b>Not Applicable</b>	<b>Can't Determine</b>
(1) If chemical products are produced at the facility, are these stored, inspected and transported in accordance with environmental and workplace regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) Are the chemical names, inventory levels and Material Safety Data Sheets for these products readily available and continuously updated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3) If toxic or hazardous products are manufactured by the firm, are they stored so that if a sprinkler system is activated, they will not create a water pollution problem?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4) If toxic or hazardous products are produced by the firm, are these stored so that if a sprinkler system is activated, they will not become a water pollution problem?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(5) Are hazardous products stored in compliance with National Fire Protection Association fire codes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(6) Are volatile compounds properly and safely stored to minimize evaporation dangers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(7) Are the chances for spills, leaks and other accidents minimized during the handling of products made by firm through the use of conveyor belts, forklifts or specially-designated and trained personnel who move these materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(8) Are periodic inspections conducted for all processes to identify leaks and accidental releases of raw materials, by-products or finished products?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## **Self-Assessment Checklist Hazardous Wastes**

**A waste is damaged, defective, or superfluous material produced as an unwanted by-product of a manufacturing process, chemical laboratory, or nuclear reactor. A material is not a waste until it is determined that it is no longer needed.**

Review each question carefully, and check the appropriate box. Any “No” answers are indicators that a potential problem exists and should be investigated further.

Take notes on the questions that received a “No” response, and use this self-assessment information to create a working list of environmental compliance issues that may require further investigation. Whenever possible, add to this list your best estimate of the quantity, concentration and name of the material involved.

In some instances a “No” response may indicate operational changes or permits are necessary. However, this will not be true in every case. Further information from regulatory agencies, environmental engineers or attorneys may be needed to make this determination, as many regulatory issues are linked to the quantities of materials used or discarded in the air, land, or water.

	Yes	No	Not Applicable	Can't Determine
(1) Has proper transport, storage and disposal been arranged for any state and federally regulated hazardous wastes generated as a result of business operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) Are hazardous wastes stored in accordance with state and federal regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3) Is care taken to properly segregate incompatible wastes and materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4) Is care taken to segregate hazardous wastes from non-hazardous wastes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(5) Is housekeeping in the waste storage area adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(6) Does storage of used oil from vehicles, machinery, etc. conform with environmental regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(7) Have measures been taken to prevent mixing of solvents or PCBs with used oil?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(8) Does storage of any other fuel product wastes (such as ash) conform with environmental regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(9) Does the company have clearly defined procedures for preventing waste fuel spills and leaks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(10) Are all wastes properly dated and labeled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(11) Are volatile wastes properly stored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(12) If the business is involved in any of the following activities, is it in compliance with approved waste storage, transportation and disposal procedures for the waste resulting from:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Chemical wood pulping				
• Manufacturing of pulpboard, plywood veneer				
• Incineration of woodworking waste				

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	Yes	No	Not Applicable	Can't Determine
<p>(13) If the business consists of metallurgical, chemical processing, printing, construction-related and other related activities, does it comply with laws governing handling and disposal procedures for the waste resulting from:</p> <ul style="list-style-type: none"> <li>• Combustion of fuel, oil, coal, waste oil</li> <li>• Production of coke, iron, steel, ferroalloys</li> <li>• Chemical processing</li> <li>• Fabrication of polyester resin plastics products</li> <li>• Surface coating of plastic parts</li> <li>• Smelting or secondary production of aluminum, copper, lead, zinc</li> <li>• Incineration of refuse, automobile bodies, or sewage sludge</li> <li>• Dry cleaning</li> <li>• Storage of organic liquids</li> <li>• Solvent degreasing, waste solvent reclamation</li> <li>• Graphic arts</li> <li>• Commercial solvent and paint use</li> <li>• Textile fabric printing</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(14) If the company contracts with a waste transporter for the disposal of its hazardous wastes, does the transporter have a U.S. Environmental Protection Agency (EPA) identification number and a DES waste transporter permit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(15) Does the company's waste transporter have certification to transport the specific types of wastes and quantities of waste produced by the firm?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(16) If the company disposes of its hazardous wastes at a waste Treatment, Storage, and Disposal Facility (TSD), does the TSD have USEPA and NHDES identification numbers, and is the TSD authorized to accept the type of wastes the company uses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(17) If hazardous wastes are shipped to a TSD, does the business retain copies of shipping manifests for a minimum of seven years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(18) If wastes such as metal wastes, cyanide-containing wastes and other hazardous wastes are disposed of in a landfill, are these materials properly treated prior to land disposal, and is proper notification given to the landfill facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(19) If wastes described in question 18 are landfilled, does the company maintain records for at least seven years of the following documents submitted to the TSD: waste analysis records, notifications to TSD facilities, certification statements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	Yes	No	Not Applicable	Can't Determine
(20) If the company ships hazardous wastes to a TSD for reclamation, does it retain copies of shipping manifests for a minimum of seven years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(21) Does the company have any reason to believe that hazardous waste is disposed of on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(22) Has the company performed operation, maintenance and monitoring activities at a remediated hazardous waste site and evaluated the remedy's performance and effectiveness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(23) If the company generates and/or receives used engine lubricating oil, has it been registered with the New Hampshire Department of Environmental Services (DES)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(24) If the company stores and/or reprocesses used oil, has it obtained a permit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(25) Has the company determined whether or not the business property is listed or is a candidate for listing as a hazardous waste disposal site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(26) Has the company notified the State of any proposed major change of use of a hazardous waste site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(27) Has the company determined whether it has hazardous wastes on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(28) For companies that use, store, or manufacture hazardous or toxic waste products or wastes, has an employee been designated and trained as chemical emergency coordinator?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(29) If the business generates or stores hazardous waste, has it obtained an EPA identification number through the DES?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(30) If the business generates 50 tons or more per year of hazardous waste and/or is a generator that is permitted to store, treat or dispose of hazardous waste, has a Hazardous Waste Reduction Plan (HWRP) been developed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(31) If the company generates or stores hazardous waste, does the company know its generator status?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## **Referrals to Local Environmental Specialists**

If the services of a consulting engineer or analytical laboratory are needed, contact DES for referrals. DES has lists of consulting firms that have done environmental work in this area. The New Hampshire Department of Environmental Services requires the use of a licensed professional engineer or corporation for the evaluation and cleanup of hazardous waste disposal sites as well as for some other environmental projects.

Nearly all environmental sampling methods must be accepted and approved before contracting for analytical work. Each agency involved may have a different set of criteria that must be met before hiring a consultant or laboratory, the following actions are recommended:

- Check at least three references where similar work was done.
- Check to see if regulatory agencies were satisfied with methods and procedures used.
- Determine what registrations, certificates or licenses are required by the regulatory agencies involved and verify that the firm has obtained these.

## **Chemical and Petroleum Spills**

In the event of an emergency spill, companies are required by law to notify local public safety agencies to protect the public from fires and explosions, direct traffic away from spill areas, and if necessary, evacuate residents.

The responsible party is required by law to report the spill to the New Hampshire Department of Environmental Services by calling (603) 271-3644. Responsible parties must also contact appropriate local and federal authorities. Oil spills can be reported during working hours by calling (603) 271-3440, and chemical spills can be reported by calling (603) 271-3899. During non-working hours, weekends, and holidays, both oil and chemical spills can be reported through the New Hampshire Department of Safety Communications Center at 1-800-346-4009. DES trained emergency spill staff is on duty 24 hours a day and will go to the scene to assess the danger to the environmental and public health, ensure the spill is effectively controlled, and identify the responsible party.

Spiller liability is legally enforceable. DES can require the responsible party to clean up the spilled materials. If a DES standby contractor performs the remedial work, DES may legally recover costs and also impose fines and penalties on responsible parties.

## **Glossary – Terms and Laws**

The following terms are commonly used by local, state and federal regulatory agencies when referring to laws and regulations. Most are not included in the text of this self-assessment document, but are provided here for future referral.

**ACM** - Asbestos Containing Material

**AHERA** - Asbestos Hazard Emergency Response Act

**Air Contaminants** - Regulatory definition includes dust, fumes, gas, mist, odor, smoke, vapor, pollen, and noise.

**Architectural Structures** - Stationary objects and structures (inside and outside such as: buildings, mobile homes, lean-tos, bridges, piers, foundations and footings, towers, light poles, swimming pools, walkways, shelters, greenhouses, pavements, curbs, roofs, pipes, fences, signs, playground equipment, etc.

**AST** - Above ground storage tank

**CAA** - (Federal) Clean Air Act

**CERCLA** - (Federal) Comprehensive Environmental Response, Compensation and Liability Act of 1980. The Act provides authority and funding for the cleanup of past hazardous waste activities.

**CFR** - Code of Federal Regulations

**Construction & Demolition Debris** - Construction and demolition (C&D) debris is uncontaminated solid waste resulting from the construction, remodeling, repair and demolition of utilities, structures and roads; and uncontaminated solid waste consisting of vegetation resulting from land clearing. C&D debris does not include (even if from construction, remodeling, repair, or demolition of structures, roads or land clearing): anything containing any type of hazardous substances or chemicals; any putrescible or biodegradable materials, tires, household appliances or furniture, flammable or explosive substances, or debris resulting from any processing, pulverizing, or shredding technique.

**CWA** - (Federal) Clean Water Act

**Discharge** -The addition of pollutants into the environment.

**Disposal Facility** - Facility at which solid waste and/or hazardous waste, is treated, recycled, incinerated or buried.

**DOT** - (Federal) Department of Transportation. Regulates roadway transportation of all materials, including solid and hazardous waste.

**Emissions** - The exit of pollutants into the outside air.

**Emission Source** - Any apparatus capable of causing any emission of pollutant into the air.

**EPA** - (Federal) Environmental Protection Agency

**EPA ID NO.** - Number issued by the EPA to generators, transporters and TSD facilities to assist in the tracking of hazardous waste from point of generation to disposal facility.

**FIFRA** - Federal Insecticide, Fungicide, and Rodenticide Act

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**Forest Land** - Forest land means land carrying forest growth or, if totally lacking it, bearing evidence of former forest growth and not currently in other use. It includes not only lands that may be covered with tree growth, but also lands best adapted to forests.

**401 Certification** - State approval which must be issued by DES before certain Federal discharge permits (primarily Section 404 discharge of dredged or fill material permits administered by the U.S. Army Corps of Engineers) can be issued by the Federal Government.

**Generator** - Any person or business that produces a hazardous waste usually from some sort of industrial process.

**Groundwater** - Any water found beneath the earth's surface.

**Hazardous Substance** - Everything defined as such by DES regulation that determines levels of ignitability, corrosivity, reactivity and toxicity at which a substance is considered hazardous.

**Hazardous Waste** - Waste posing health threats because they are characteristically corrosive, ignitable, reactive or toxic or contained on list of source which generate such waste, or listed in any EPA list of hazardous wastes.

**Landfill** - A disposal facility or part of one at which solid waste, or its residue after treatment, is intentionally placed in or on land, and at which solid waste will remain after closure and which is not a landspreading activity, a surface impoundment, or an injection well.

**Leachate** - Liquid that results from water collecting contaminants as it trickles through wastes as in a landfill.

**Manifest** - Document which is required to accompany a hazardous waste from generator, to transporter, to disposal facility.

**Minerals** - Any naturally formed inorganic, solid material (including sand, gravel and shale) located on or below the surface of the earth, including peat and topsoil. A mineral is any solid material or substance of commercial value found in or on the earth. Overburden is considered a mineral whenever it is removed from the affected land for sale, exchange or use in the regular operation of a business.

**Mining** - Mining means the extraction of overburden and minerals from the earth; the preparation and processing of minerals, including washing, cleaning, crushing, stockpiling, etc. Mining does not include the excavation, removal and disposition of minerals from construction projects, exclusive of the creation of water bodies, or excavation in aid of agricultural activities.

**MSDS** - Material Safety Data Sheet. Distributed by the manufacturer of the chemical and contains information about safe and proper use and exposure to hazardous chemical; must be available to employees for inspection (Right-To-Know Act).

**NESHAPS** - National Emissions Standards for Hazardous Air Pollutants.

**NPDES** - National Pollution Discharge Elimination System (Federal permit for discharge into water).

**100 Year Flood Plain** – An area of land that will be covered during a 100 year flood.

**100 Year Flood** – A flood having a 1percent chance of being equaled or exceeded in any given year.



## **SMALL BUSINESS GUIDE TO ENVIRONMENTAL AWARENESS**

**OSHA** - Occupational Safety and Health Administration, Division of the U.S. Department of Labor. This federal agency regulates workplace safety throughout the establishment of threshold limits on exposure to designated hazardous chemicals including asbestos and carcinogens.

**Permit** - Authorization or a license issued by DES or EPA

**Placard** – Required sign used on trucks carrying waste over state highways.

**Point Source** - Any discernable, confined and discrete conveyance from which pollutants are discharged, such as a pipe, ditch, or tunnel.

**Portable or Moveable Equipment and Objects** - Portable or moveable equipment and objects includes, but is not limited to, industrial institutional and household appliances; motor vehicles; construction, military and farm equipment; furniture; shelving; cabinets; yard or landscaping equipment; toys; medical equipment; and anything that is or can be coated in a paint spray booth including glass, wood metal plastic fabrics, paper, etc.

**POTW** - Publicly-owned treatment works. Wastewater treatment facility designed to treat waste waters from homes and industry, and owned by a municipality.

**RCRA** - Resource Conservation and Recovery Act. Federal law which regulates solid and hazardous wastes, its generation, transportation, treatment, and storage.

**Regulated Activity** - Means construction or placement of a structure , or any action or use of land that materially alters the condition of land including grading, excavating, dumping, mining, dredging, filling, or any disturbance of soil (excluding agriculture).

**Regulated Waste** - Waste that is raw sewage; septage, sludge from a sewage treatment plant; sludge from a water supply treatment plant; used oil; industrial-commercial waste including hazardous waste; low-level radioactive waste; or waste tires.

**SARA** - (Federal) Superfund Amendments and Reauthorization Act of 1986, amendments to CERCLA include Title III that establishes the Emergency Planning and Community Right-To-Know Act giving greater access to information concerning specific hazardous chemicals and establishing emergency response contacts and reporting requirements at state and local levels.

**Sanitary Landfill** - Designed for disposal of non-hazardous waste.

**Sanitary Sewer** - System of pipes that convey waste to a POTW where it is treated before being discharged into the waters of the state.

**Secure Landfill** - Landfill designed for disposal of hazardous waste.

**Site of Generation** - Place where hazardous wastes are produced.

**Solid Waste** - All materials or substances that are discarded or rejected as being spent, useless, worthless, or in excess to the owners at the time of such discard or rejection.

**Storm Sewer** - System of pipes for channeling of surface runoff (rain) into surface waters such as lakes, streams and ditches.

**Surface Coatings** - Include, but are not limited to: paint, asbestos, mastics, tars, pitch, waterproofing, varnish, wood preservatives, primers, sealers, graphic arts coatings, topcoats, shellac, and lacquer, concrete curing compounds, stains, tile-like coatings, roof coatings, vinyl coatings, etc.

## **SMALL BUSINESS GUIDE TO ENVIRONMENTAL AWARENESS**

**Transfer Facility** - Any transportation-related facility where solid and hazardous wastes are held during the normal course of transportation.

**Transporter** - Person or business engaged in the off-site transportation of solid or hazardous waste.

**TSD Facility** - Treatment, storage, disposal facility; site where hazardous wastes or substances are treated, stored, or disposed.

**Used Engine Lubricating Oil** -Petroleum-based or synthetic lubricating oil from internal combustion engines that through use has been contaminated by physical or chemical impurities.

**Used Engine Lubricating Oil Retention Facility** - Used engine lubricating oil retention facility means any facility employed to store used lubricating oil by a service establishment or any other person, industrial operation, airport, trucking terminal, or state or local government facility that generates at least 500 gallons of used lubricating oil annually.

**Used Oil** - Any oil that has been refined from crude oil or any synthetic oil that has been used; and as a result of such use, is contaminated by physical or chemical impurities.

**Used Oil Storage Facility** - Any facility, other than used engine lubricating oil retention facilities located at the point of generation, that stores used oil, including but not limited to storage facilities for used oil transfer stations or used oil processing facilities.

**UST** - Underground storage tank

**VOC** - Volatile organic compound. Class of chemicals that include solvents such as alcohol, petroleum-based mineral spirits, toluene, methyl-ethyl ketones. VOC pollutants contribute to form atmospheric ozone (O<sub>3</sub>), a recognized air pollutant.

**Waste Oil** - (When concerned with burning as a fuel) Used engine lubricating oil and any other oil, including but not limited to: fuel, motor, gear, and cutting oils, transmission, hydraulic and dielectric fluids, oils storage tank residue, animal and vegetable oil, that has not subsequently been refined.

**Wastewater** - Spent or used water from homes, farms, communities, or industry.

**Water of the State** - All surface and ground waters.

**Water Pollution** - Water pollutants are not limited to chemical, and may be considered to be everything discarded in water that is comprised of industrial, municipal, and agricultural waste.

## **Resource Guide**

Municipal and in some cases, county government should be contacted in the early stages of an environmental self assessment to gather information as to local regulations concerning zoning, waste disposal, sewage and water treatment. Although there are many issues that cross the line between local and state jurisdiction, compliance with regulations of one branch may not result in compliance with the other.

### **LOCAL ASSISTANCE**

The following local agencies should be contacted for local regulations:

- Building inspector
- Code enforcement officer
- Conservation commission
- Town engineer
- Fire prevention office
- Health officer
- Planning board
- Public works office
- Road agent
- Sewer commission
- Water commission
- Zoning board
- Selectmens office

Although not all cities or towns have each of the above offices or departments, the above list provides guidance for contacting the types of local agencies who may have specific requirements governing environmental issues.

### **NON-REGULATORY PROGRAMS**

(Technical Assistance)

#### **NH Small Business Technical Assistance Program (SBTAP)**

Department of Environmental Services  
29 Hazen Drive  
Concord, NH 03301-0095  
(800) 837-0656

*Provides free, confidential technical assistance, interprets requirements, provides advice on pollution prevention and control strategies and conducts environmental assessments to small business; provides training seminars and workshops; advocate for small businesses.*

#### **New Hampshire Pollution Prevention Program**

Department of Environmental Services  
29 Hazen Drive  
Concord, NH 03301  
(603) 271-6460

*To access pollution prevention information clearinghouse and provide technical assistance and guidance on pollution prevention and waste minimization issues.*

#### **Occupational Safety and Health Consultation Services**

Department of Environmental Services  
29 Hazen Drive  
Concord, NH 03301  
(603) 271-4676 (Health Line)

*Provides indoor air quality evaluation, hazardous materials handling guidance, and safety and health training*

<b><u>STATE RESOURCES</u></b>	<b><u>FEDERAL AGENCIES</u></b>
<p>Department of Environmental Services Public Information Center 29 Hazen Drive Concord, NH 03301 (603) 271-2975</p> <p><i>For general information and referral, copies of state environmental regulations, copies of DES guidance documents, permit applications, and resource materials.</i></p> <p><b>Air Resources Division</b> Department of Environmental Services 29 Hazen Drive Concord, NH 03301-0095 (603) 271-1370 <i>For information regarding air emissions from sources, stationary source Title V permits, State permits, public education &amp; outreach, air quality monitoring, mobile source emissions, and compliance.</i></p> <p><b>Waste Management Division</b> Department of Environmental Services 29 Hazen Drive Concord, NH 03301-0095 (603) 271-2900 <i>For information regarding the proper disposal of solid and hazardous wastes.</i></p> <p><b>Water Division</b> Department of Environmental Services 29 Hazen Drive Concord, NH 03301-0095 (603) 271-3308 <i>For information regarding lakes, dams, biology, rivers, water quality, permitting, and watershed management.</i></p>	<p><b>EPA – Region I</b> Once Congress Street Boston, MA 02114-2023 (888) 372-7341</p> <p><b>US Army Corps of Engineers</b> Department of the Army Attn: Chief Regulatory Branch Totten Pond Road Waltham, MA 02451</p> <p><i>The Army Corps of Engineers should be contacted for approval and permits for any construction near waterways and wetlands, and for approval of any mining or reclamation activities.</i></p> <p><b><u>OTHER FEDERAL RESOURCES</u></b></p> <p><b>EPA Small Business Hotline</b> (800) 368-5888</p> <p><b>RCRA/Superfund Hotline</b> (800) 424-9346 <i>To obtain information about hazardous and solid waste disposal and environmental information.</i></p> <p><b>Stratospheric Ozone Hotline</b> (800) 296-1996  EPA's hotline for CFC and other ozone-depleting chemical formation.</p> <p><b>National Response Center and Terrorist Hotline</b> (800) 424-8802 <i>EPA's 24-hour hotline for reporting oil and chemical spills to the federal government.</i></p> <p><b>Wetlands Protection Hotline</b> (800) 832-7828  <i>Provides regulatory information pursuant to Section 404 of the federal Clean Water Act regarding the discharge of dredged or fill material into U.S. waters.</i></p>